



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE 540
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCNOTE 5060
N15

24 January

2005

COMSC NOTICE 5060

Subj: MSC'S AFRICAN-AMERICAN HISTORY MONTH OBSERVANCE CEREMONY

Encl: (1) Plan of Action and Milestone
(2) Schedule of Events
(3) African-American Observance Ceremony Script

1. Purpose. To establish procedures, assign responsibilities and promulgate instructions for Military Sealift Command's African-American History Month Observance Ceremony.

2. Information

a. The official party will consist of: Vice Admiral Brewer, Chaplain (TBD), and Mr. Emanuel Cleaver II, Guest Speaker and Ms. Wanda Watson-Mays.

b. Arrival honors will be rendered.

c. Prescribed Uniform/Attire

(1) Official Party: Service Dress Blues

(2) Ushers: Service Dress Blues

(3) Master of Ceremonies: Appropriate Civilian Attire

(4) Officers and Chief Petty Officers: Khaki

(5) Enlisted: Uniform of the Day

(6) Civilian: Appropriate Civilian Attire

3. Action. All MSC employees and military personnel are encouraged to attend.

4. Responsibilities

a. Equal Opportunity Officer (EEO). Ms. Watson-Mays is designated Ceremony Coordinator and responsible for coordinating the appropriate gift for the guest speaker.

b. Seating Coordination. EEO is responsible for the preparation of seating.

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c. Senior Enlisted Advisor. Master Chief Florida is responsible for assignment and supervision of ushers.

d. Public Affairs Officer. Mrs. Marge Holtz is responsible for the program distribution, media, and photo coverage.

e. Master of Ceremonies. Mr. Owen Wilson will serve as announcer for the ceremony.

f. Flag Writer. YNC(SW) Hicks is responsible for the guest list.

/S/
M. L. SEIFERT
Chief of Staff

Distribution:
COMSCINST 5215.5
Lists I and II

PLAN OF ACTION AND MILESTONES

DUE	ITEM	ACTION	STATUS
15 Dec 04	Notify Bowen and Van Ness Elementary schools of essay contest.	EEO	Completed
10 Jan 05	Pay \$180 to Catering & Conference Center for use of stage.	EEO	
10 Jan 05	Essays due back to MSC.	EEO	
14 Jan 05	Essays graded and tallied by panel of judges.	EEO	
25 Jan 05	Send out invitations.	Flag Writer	
26 Jan 05	Deliver Programs to NOOP to print 150 copies.	EEO	
27 Jan 05	Arrange for Honor Guard.	EEO	
27 Jan 05	Coordinate reception.	EEO	
28 Jan 05	Provide closing remarks to N15	EEO	
31 Jan 05	Admiral's speech proofed and ready.	NOOP	
01 Feb 05	Provide theme background portion for script.	Mr. Wilson	
01 Feb 05	Describe 2005 essay contest for script.	EEO	
01 Feb 05	Assign ushers.	SKCM Florida	
01 Feb 05	Request NOOP make large \$100, \$50, and \$25 Savings Bonds for presentation to essay winners.	EEO	
03 Feb 05	Arrange bus for Bowen/Van Ness Elementary students and ensure all Parental authorization approval received.	N4	
07 Feb 05	Schedule photographer for ceremony.	EEO	
07 Feb 05	Ensure appropriate arrival honors will be rendered.	LT Gould	
07 Feb 05	Finalize script	N15	

0830 LT Gould/YN1 Dunn proceed to Catering & Conference Center
to verify setup.

0845 Ensure chairs (150), Podium X 2 (1 for stage/1
for MC), Sound System (possible back-up), Flags,
and small table on stage are set up and tested.

0900 Honor Guard arrives/practice.

0930 Ushers place programs on first three rows.

0940 Guests seated.

0950 Official party arrives and proceeds to seating.

Official Party: Guest Speaker - Congressman Emanuel
Cleaver II
VADM Brewer
Ms. Wanda Watson-Mays
Chaplain - TBD

0955 Master of Ceremonies take position at podium.

Chaplain and Ms. Watson-Mays take position on
stage.

AFRICAN-AMERICAN OBSERVANCE CEREMONY SCRIPT

MC: GOOD MORNING LADIES AND GENTLEMAN AND WELCOME TO MILITARY SEALIFT COMMAND'S AFRICAN AMERICAN HISTORY MONTH OBSERVANCE CEREMONY. MY NAME IS OWEN WILSON, ASSOCIATE COUNSEL TO COMMANDER, MILITARY SEALIFT COMMAND AND IT IS INDEED AN HONOR TO TAKE PART IN THIS PROGRAM. TODAY WE WILL HIGHLIGHT THIS YEAR'S NATIONAL THEME: OVER A PERIOD OF ALMOST FOUR CENTURIES, FOUR MILLION AFRICANS WERE TRANSPORTED TO NORTH AMERICA AND THE CARIBBEAN ISLANDS IN THE ATLANTIC SLAVE TRADE. CAPTURED FROM THEIR HOMELAND AND SEPARATED FROM THEIR TRIBES AND FAMILIES THEY WERE ENSLAVED IN A NEW WORLD, WHERE ALL FAMILIAR CUSTOMS WERE ABSENT. "AFRICAN DIASPORA" IS THE STORY OF HOW AFRICAN AMERICANS, THOUGH SCATTERED AND DISPERESED, MANAGED TO RETAIN THEIR TRADITIONS AND REFORM THEIR IDENTITIES IN A NEW WORLD. ELEMENTS OF AFRICAN CULTURE SUCH AS RELIGION, LANGUAGE, AND FOLKLORE ENDURED AND WERE THEIR LINKS TO THEIR PAST LIVES. IN THE PROCESS OF AMERICANIZATION, AFRICANS FORMED ANOTHER CULTURE KNOWN AS AFRO-AMERICANS OR CREOLES.

WE ARE VERY HONORED TO HAVE WITH US TODAY
CONGRESSMAN EMANUEL CLEAVER II,
CONGRESSMAN, FROM KANSAS CITY, MO. I WOULD
ALSO LIKE TO WELCOME OUR MUSICAL GUESTS;
(TBD) AND WE WILL CONCLUDE TODAY'S PROGRAM
BY RECOGNIZING BOWEN AND VAN NESS
ELEMENTARY SCHOOLS' ESSAY FINALISTS.

MC: WILL OUR GUESTS PLEASE RISE FOR THE ARRIVAL
OF THE OFFICIAL PARTY AND REMAIN STANDING FOR
THE PARADING OF COLORS, OUR NATIONAL ANTHEM,
AND INVOCATION.

MC: PARADE THE COLORS.

MC: LADIES AND GENTLEMEN, OUR NATIONAL ANTHEM.

MUSIC: TBD

MC: CHAPLAIN (TBD) WILL NOW GIVE THE INVOCATION.

CHAPLAIN: CHAPLAIN GIVES INVOCATION AND RETURNS
TO SEAT.

MC: WILL THE GUESTS PLEASE BE SEATED.

MC: GIVE THEME BACKGROUND SPEECH. (MR. WILSON
WILL DRAFT THEME BACKGROUND SPEECH).

MC: IT IS NOW MY GREAT PLEASURE TO INTRODUCE TO
YOU COMMANDER, MILITARY SEALIFT COMMAND -
VICE ADMIRAL DAVID L. BREWER THE THIRD.

VADM BREWER: WILL GIVE REMARKS AND RECOGNIZE
VIP GUESTS AND INTRODUCE GUEST SPEAKER.

GUEST SPEAKER: DELIVER REMARKS.

MC: IN APPRECIATION FOR MR. CLEAVER'S
PARTICIPATION TODAY, VICE ADMIRAL BREWER WILL
PRESENT MR. CLEAVER WITH A MEMENTO FOR HIS
PARTICIPATION IN TODAY'S CELEBRATION.
ADMIRAL BREWER IS PRESENTING MR. CLEAVER WITH
(TBD) .

MC: THIS YEAR, MILITARY SEALIFT COMMAND
SPONSORED AN AFRICAN-AMERICAN HISTORY MONTH
ESSAY CONTEST FOR BOWEN AND VAN NESS
ELEMENTARY SCHOOLS. (EEO WILL PROVIDE INFO
THAT DESCRIBES THE ESSAY CONTEST THEME) .

MC: OUR SECOND PLACE RUNNER-UP IS
(TBD) .

OUR FIRST PLACE RUNNER-UP IS
(TBD) .

THIS YEAR'S ESSAY WINNER IS (TBD). HE/SHE
WILL NOW READ THEIR WINNING SUBMISSION ON
"WHAT TRADITIONS MEANS TO ME."

MC: MS. WATSON-MAYS, MILITARY SEALIFT COMMAND'S
DIRECTOR OF EQUAL EMPLOYMENT OPPORTUNITY WILL
NOW MAKE THE CLOSING REMARKS.

MRS. WATSON-MAYS: MAKES CLOSING REMARKS.

MC: WILL THE GUESTS PLEASE RISE AS CHAPLAIN (TBD)
GIVES THE BENEDICTION.

CHAPLAIN: GIVES BENEDICTION AND RETURNS TO SEAT.

MC: LADIES AND GENTELMEN, THIS CONCLUDES OUR
PROGRAM. COMMANDER, MILITARY SEALIFT
COMMAND SINCERELY THANKS YOU FOR YOUR
TIME AND ATTENDANCE DURING THIS VERY
SPECIAL RECOGNITION PROGRAM.